

Research Analyst I (General)

Task Statements

1	Identify new research based on current trends and laws to advance understanding of the relevant areas of study.
2	Conceptualize and operationalize research methods or hypotheses to answer or address questions pertaining to program areas.
3	Critically review literature and background information to define research problems for program development and evaluation, then incorporate relevant research findings into various studies and/or reports.
4	Monitor procedures for the collection of qualitative and quantitative data from existing sources (e.g., local, state and federal agencies, non-governmental groups) to ensure data integrity.
5	Implement procedures for the collection of qualitative and quantitative data from existing sources (e.g., local, state and federal agencies, non-governmental groups) to ensure data integrity.
6	Retrieve electronic data from various sources (e.g., computer networks, mainframe, email) to store in a secure database or data warehouse.
7	Maintain analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to use in research projects and/or to meet reporting requirements.
8	Update analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to use in research projects and/or to meet reporting requirements.
9	Import data into various software programs (e.g., Statistical Analysis System, SPSS, Structured Query Language, Access, Excel) on mainframe, PC, and/or other computer systems to prepare data for analysis.
10	Prepare data (e.g., restructure, impute, edit) for analysis using various software programs (e.g., Statistical Analysis System, SPSS, Structured Query Language, Access, Excel) on mainframe, PC, and/or other computer systems.
11	Interpret the results of quantitative statistical tests to answer questions relevant to research studies.
12	Analyze qualitative data to answer questions relevant to research studies.
13	Develop conclusions based on findings from research studies in order to propose new research or address questions or concerns.
14	Create graphs, charts, and tables to effectively convey data distributions and relationships between variables.
15	Provide information from research studies, statistical reports, and other sources to internal and external requestors.
16	Respond to ad-hoc data requests from internal and external requestors.

17	Provide advice, assistance, and general technical support regarding various topics (e.g., data requirements, study implications, evaluation objectives, benchmarks) to inform policy developers, stakeholders, or management.
18	Coordinate collaborative research activities between internal and external stakeholders to implement research studies.
19	Establish project work plans and monitor the progress of research activities to ensure timely completion of defined objectives.
20	Train internal staff on data interpretation, use, and limitations to ensure consistency and accuracy.
21	Write letters, memos, and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
22	Provide written information to supervisors, co-workers, and subordinates by email, written directions, or notes to communicate information about projects or to address departmental needs.
23	Write project and/or executive summaries using word processing and other software (e.g., Word, PowerPoint, Excel) for various purposes (e.g., documenting program requirements, addressing policy issues, responding to requests for information).
24	Write research reports (i.e., background and literature review, list of specific study aims, goals and objectives, study design and research methodology, data collection procedures, data analysis techniques, results, conclusions and recommendations) for dissemination to requestors and other interested parties.
25	Write documents (e.g., white papers, issue briefs, technical briefs, fact sheets) that summarize the background, methods, results, conclusions and recommendations of major studies, program development and evaluation projects for dissemination to individuals with varying degrees of technical expertise.
26	Review and write critiques of research articles and other documents developed by internal and external researchers to provide feedback on the research methodology, statistical techniques used, findings obtained, and conclusions reached in the study.
27	Read and interpret policy manuals, legislative guidelines, departmental manuals, or other written materials related to relevant tasks or assignments.
28	Read literature to keep current in the latest findings in the program area.
29	Develop and conduct presentations to advise internal staff and external stakeholders on findings related to the assigned areas of research.
30	Develop informative presentations on a variety of topics (e.g., research studies, demonstration projects, program evaluations, issues, recommendations) at conferences and meetings to technical and non-technical audiences.

31	Conduct informative presentations on a variety of topics (e.g., research studies, demonstration projects, program evaluations, issues, recommendations) at conferences and meetings to technical and non-technical audiences.
32	Provide verbal critiques, reviews, and interpretations of research findings submitted by internal staff.
33	Participate in training and/or conferences to develop and maintain knowledge, techniques, skills, theory and principles, statistical analyses, research design and methodology, and computer software.
34	Communicate in a professional and effective manner at all times with management and others (e.g., state employees, inspectors, vendors, resident workers, contractors) to provide and obtain information and maintain relationships.
35	Prioritize the handling of problems or issues related to the progress of work projects or assignments to determine the best course(s) of action to mitigate the impact of such issues and/or problems.
36	Determine work priorities, scope of assignments and establish deadlines for work to ensure objectives are met effectively and in a timely manner.
37	Coordinate data gathering process with other units, departments and other jurisdictions to ensure project objectives are met.